



## Pre-School Program

### MISSION STATEMENT:

WE CREATE MEMORABLE CHILDHOOD EXPERIENCES EVERYDAY...  
BY PROVIDING OPPORTUNITIES TO PARTICIPATE IN ENRICHMENT LEARNING AND  
AGE-APPROPRIATE ACTIVITIES IN A SAFE, NURTURING ENVIRONMENT.

Kid Zone Enrichment Program  
City of Tempe  
Edna Vihel Center  
3340 S. Rural Rd  
Tempe, AZ 85282

Kid Zone Office Hours:  
Monday - Friday 8:00am - 5:00pm  
Phone Number: 480-350-5400  
Fax Number: 480-858-7688  
Tax ID #: 86-6000262

Website: <http://www.tempe.gov/index.aspx?page=903>  
Email: [kidzone@tempe.gov](mailto:kidzone@tempe.gov)



# Parent Handbook



[tempe.gov/kidzone](http://tempe.gov/kidzone)

## PreSchool 2015-2016

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What Makes Us Distinctive From Others

- 1. Licensed by the Department of Health Services (DHS).
- 2. Certified by the Department of Economic Security (DES).
- 3. Staff are cleared to work with children through state and national background checks.
- 4. Affordable rates.
- 5. 4 nationally accredited before and after school sites and Kid Zone Preschool is NAC accredited. We also participate in First Things First and Quality First.
- 6. Curriculum aligned with the Arizona Dept. of Education Early Learning Standards and National Association of Childcare Professionals.
- 7. Instructional programs at no additional fee may include Music, French, Sign Language, Character Building Program, Hooked on Phonics, and the Nutrition Program.

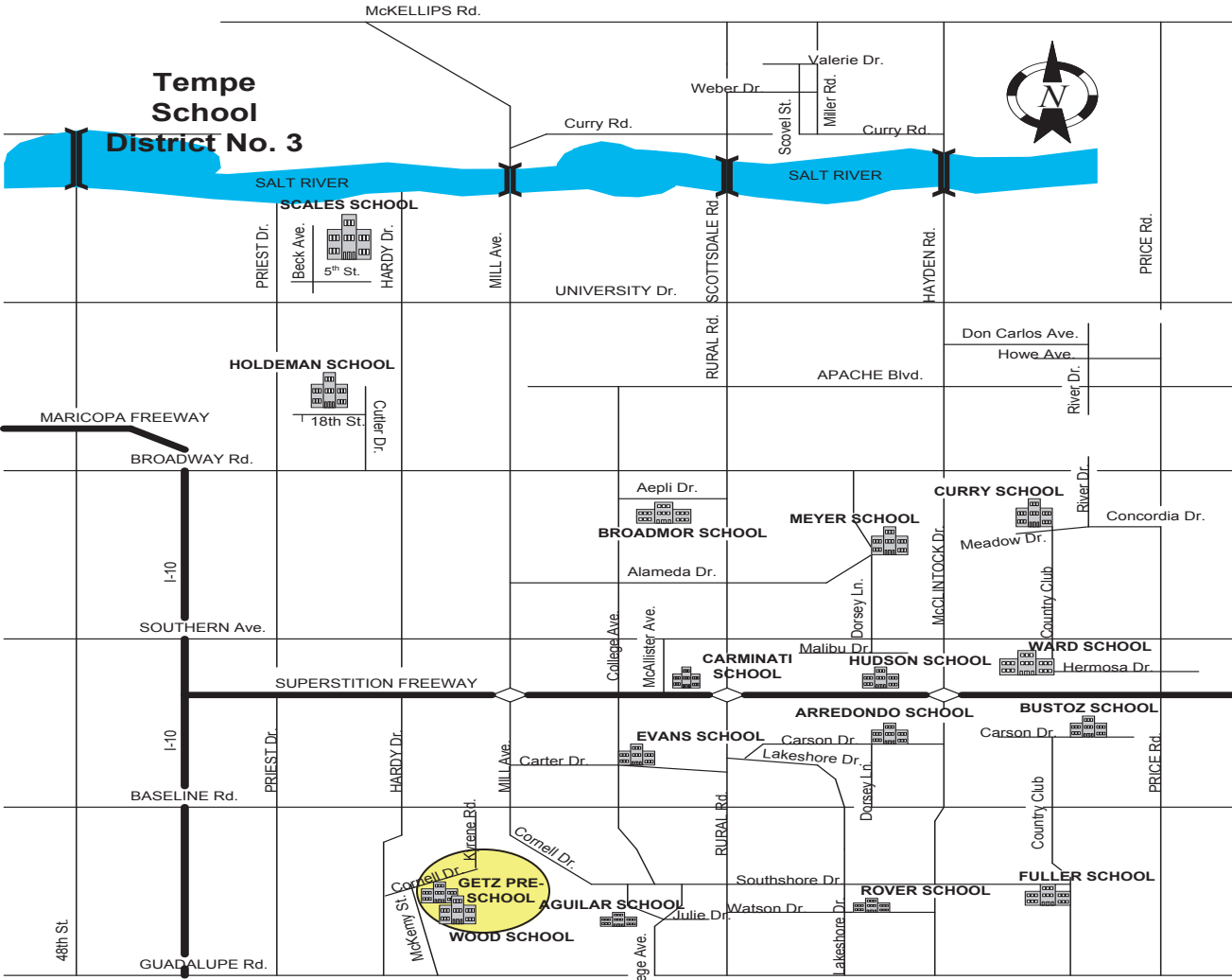


1 Pre-School 2015-2016

Dept. of Education Learning Standards

- **Educational Circle Time Activities—** Letter & number of the week, calendar review, songs & finger plays
- **Developmental Milestone—** Age appropriate milestone's in the areas of motor, language, cognitive and social/emotional development
- **Language Development—** Oral language, pre-reading process, pre-writing process and *Hooked on Phonics* program
- **Mathematics—** Number sense & operations, patterns, spatial relationships and logic & reasoning
- **Social Emotional Development—** Knowledge of self, social interactions with others, responsibility for self and others and approaches to learning
- **Social Studies—** Rights, responsibilities and roles of citizenship, the world in spatial terms, family identity/human systems
- **Physical Development, Health, Nutrition and Safety Development—** Fine/Gross Motor Development, Personal Health and Hygiene, Safety/Injury Protection
- **Fine Art Development—** Visual Art, Music and Creative Movement and Dramatic Play
- **Science—** Observations, Investigation Analysis and Conclusions and Communication
- **Character Building Program—** Activities that promote each child is unique and special

Tempe Elementary School District # 3 Map



Getz Preschool	625 W. Cornell Dr., Tempe, AZ 85283 (480) 897-7906 (x5783)(x5785)	Holdeman	1326 W. 18 <sup>th</sup> St., Tempe, AZ 85281 (480) 966-9934 (x6012)
Aguilar	5800 S. Forest Ave., Tempe, AZ 85283 (480) 897-2544 (x4308)	Hudson	1325 E. Malibu Dr., Tempe, AZ 85282 (480) 897-6608 (X6148)
Arredondo	1330 E. Carson Dr., Tempe, AZ 85282 (480) 897-2744 (x4445)	Rover	1300 E. Watson Dr., Tempe, AZ 85283 (480) 897-7122 (x6829)(x6864)
Broadmor	311 E. Aepli Dr., Tempe, AZ 85282 (480) 967-6599 (x4546)	Scales	1115 W. Fifth St., Tempe, AZ 85281 (480) 929-9909 (x6993)
Carminati	4001 S. McAllister Ave., Tempe, AZ 85282 (480) 784-4484 (x4732)	Ward	1965 E. Hermosa Dr., Tempe, AZ 85282 (480) 491-8871 (x5390)
Curry	1974 E. Meadow Dr., Tempe, AZ 85282 (480) 967-8336 (x5021)	Wood	727 W. Cornell Dr., Tempe, AZ 85283 (480) 838-0711 (x7592)
Fuller	1975 E. Cornell Dr., Tempe, AZ 85283 (480) 897-6228 (x5682)		



# Registration and Payment Information

## SUMMARY OF FEES

In order to maintain an effective program, the following policies and fees will be implemented. Parents must adhere to the program policies and pay any of the following fees when assessed. These fees are non-refundable and non-transferable.

- **A \$50 Registration Fee** is due annually for all participants at the time of school year registration.
- **A \$20 late payment fee** will be assessed for payments received after the due date.
- **A \$25 NSF Fee** will be assessed for each returned check. After the second occurrence on an account, personal checks will not be accepted for payment. Returned checks must be paid within 30 days or you risk being withdrawn from the program and the account being turned over for collection. Returned check payments must be made in full with cash, money order, cashiers check or credit card.
- **A \$10 Schedule Change Fee** will be assessed after four changes during the school year have been processed.
- **A \$10 Reinstatement Fee** will be assessed to each child previously withdrawn and requesting to re-enter the program with in the same school year.
- **A \$10 Extended Day Fee** will be added if a child attends over 6 hours based on a Half Day schedule.
- **Late pick up fees** will be assessed for any pick-up which occurs after 5:30 pm. The site clock determines the late pick-up time. More than 5 late pick ups per semester will result in dismissal of the child from the program.

### ALL PARTICIPANTS AFTER 5:30PM

1 - 15 minutes late = \$10

Each additional 15 minutes = \$10

- A 25¢ per page copy fee will be charged for documents that are requested through a **Public Records Request which must be completed to obtain copies of any Kid Zone Enrichment Program documents.** Please allow 5 - 10 business days for document retrieval and processing.

*Parents are responsible to pay cancellation fees for checks or money orders that have been lost through the U.S. mail service.*

## Payment Due Dates

Date	Due Date Friday's	Late Fee Assessed	Date	Due Date Friday's	Late Fee Assessed
8/3 - 8/7	7/31/15	8/3/15	2/1 - 2/5	1/29/16	2/1/16
8/10 - 8/14	8/7/15	8/10/15	2/8 - 2/12	2/5/16	2/8/16
8/17 - 8/21	8/14/15	8/17/15	2/15 - 2/19	2/12/16	2/15/16
8/24 - 8/28	8/21/15	8/24/15	2/22 - 2/26	2/19/16	2/22/16
8/31 - 9/4	8/28/15	8/31/15	2/29 - 3/4	2/26/16	2/29/16
9/7 - 9/11	9/4/15	9/7/15	3/7 - 3/11	3/4/16	3/7/16
9/14 - 9/18	9/11/15	9/14/15	3/14 - 3/18	3/11/16	3/14/16
9/21 - 9/25	9/18/15	9/21/15	3/21 - 3/25	3/18/16	3/21/16
9/28 - 10/2	9/25/15	9/28/15	3/28 - 4/1	3/25/16	3/28/16
10/5 - 10/9	10/2/15	10/5/15	4/4 - 4/8	4/1/16	4/4/16
10/12 - 10/16	10/9/15	10/12/15	4/11 - 4/15	4/8/16	4/11/16
10/19 - 10/23	10/16/15	10/19/15	4/18 - 4/22	4/15/16	4/18/16
10/26 - 10/30	10/23/15	10/26/15	4/25 - 4/29	4/22/16	4/25/16
11/2 - 11/6	10/30/15	11/2/15	5/2 - 5/6	4/29/16	5/2/16
11/9 - 11/13	11/6/15	11/9/15	5/9 - 5/13	5/6/16	5/9/16
11/16 - 11/20	11/13/15	11/16/15	5/16 - 5/20	5/13/16	5/16/16
11/23 - 11/27	11/20/15	11/23/15	5/23 - 5/27	5/20/16	5/23/16
11/30 - 12/4	11/27/15	11/30/15	5/30 - 6/3	5/27/16	5/30/16
12/7 - 12/11	12/4/15	12/7/15	6/6 - 6/10	6/3/16	6/6/16
12/14 - 12/18	12/11/15	12/14/15	6/13 - 6/17	6/10/16	6/13/16
12/21 - 12/25	12/18/15	12/21/15	6/20 - 6/24	6/17/16	6/20/16
12/28 - 1/1	12/25/15	12/28/15	6/27 - 7/1	6/24/16	6/27/16
1/4 - 1/8	1/1/16	1/4/16	7/4 - 7/8	7/1/16	7/4/16
1/11 - 1/15	1/8/16	1/11/16	7/11 - 7/15	7/8/16	7/11/16
1/18 - 1/22	1/15/16	1/18/16	7/18 - 7/22	7/15/16	7/18/16
1/25 - 1/29	1/22/16	1/25/16	7/25 - 7/29	7/22/16	7/25/16



## Welcome to the Kid Zone Preschool



It is our goal to make your child's first day at the Kid Zone Preschool a smooth transition and a happy experience. Listed below are items you will need to bring, and information you will need to know for your child's first day.

- **A non-perishable lunch and drink** ( refrigerators are located in each classroom). Our site is a nut-free and sunflower-free site. Soy butter is a GREAT substitute!
- **Items for nap time** (small blanket & standard crib sheet, a special stuffed animal or small pillow to sleep with if needed)
- **Extra set of clothes** ( this includes underwear, socks and shoes)
- **Please label all of your child's items** with their name in permanent marker
- **A backpack** (to help with your child's self-help skills)
- **Prepare ahead of time for the first day of school**, and make it a special event to look forward to. In the days leading up to the first day, talk to your child about what will happen that morning. Tell him/her how excited you are about all the fun he/she is going to have, and how you can't wait to hear about everything he/she is going to do.
- **Remember that children do pick up on your mood**, even if they cannot yet articulate their feelings, so try to remain calm and positive about your child going to school, especially if it is for the first time.
- **Always be there on time to pick up your child.** Being on time is especially important during the first few days of school. If they believe that you will be there to pick them up when you said you would, then they will be more likely to separate easily.
- **Planning ahead can cut down on problems with separation**, both for you and your child. Stay calm, be positive, and trust the teachers to handle the situation once you leave. Keep to a regular routine as much as possible.
- **The key is to make your good-bye not a big deal.** You can do this by making sure that they are engaged in an activity before leaving and giving them a quick kiss, telling them you will be back to pick them up and saying goodbye. It is important that you don't just disappear from the classroom.



# Policies and Procedures

## DHS LICENSING

Kid Zone is licensed and inspected by the Arizona Department of Health Services (DHS). Facility inspection reports are available for public viewing at the *Arizona Department of Health Services, 150 North 18th Avenue, Suite 400, Phoenix, Arizona 85007. Their phone number is (602) 364-2539.* DHS Facility Inspection reports are also available at the site.

## STAFF QUALIFICATIONS

Kid Zone staff members:

- Meet or exceed established educational & experience requirements for the position held, many hold degrees in early childhood or elementary education & other related fields, and Child Development Associate certification.
- Participate in formal trainings each year.
- Undergo background checks through local, state, and federal authorities.
- Certified in CPR and 1st Aid.
- Are supported with training, resources, and administration.

## STAFF/CHILD RATIO

- Three year olds ratio is 1 staff member to 9 children
- Four and Five year olds ratio is 1 staff member to 10 children
- This exceeds the Arizona Dept. of Health Services required ratios which are: Three year olds 1 to 13, Four year olds 1 to 15, Five year olds 1 to 20

## AGE REQUIREMENTS

Children must be 3 years old and potty trained before they can start the program.

## OUTDOOR PLAY

Outdoor play in the fresh air contributes to a child's good health and overall development. It is our policy that a child must be well enough to participate in both indoor and outdoor activities. If there are medical reasons why your child cannot play outdoors and is well enough to be at pre-school, we will make every effort to comply with your request when presented with written instructions by a physician. Children will remain indoors when weather is inclement, in extreme cold, or heat, or poor air quality advisories.

## CLOTHING

- Children should wear comfortable, casual play clothing.
- Closed-toe gym-type shoes are recommended.
- Winter clothing must be provided for cooler temperatures, including coats and hats.
- Families must supply an additional set of clothing including socks, shoes and underwear labeled with their child's name.

## NAP TIME

There is a required rest period during the day for all children. Each child will be provided a mat to sleep on and is welcome to bring a favorite blanket and small pillow from home. Children must rest for at least 30 minutes before being allowed to enjoy a quiet activity.

## RESTROOM POLICY

Two year olds must be potty trained and able to use the toilet at the facility. While using the bathroom, all children will be supervised and assisted as needed. The children will flush the toilet and be assisted with washing their hands with soap and water. If a child does have an accident, the caregiver will assist in changing the child's clothes. Parents are responsible for bringing changes of clothing including socks, shoes, and underwear labeled with the child's name. For health and safety reasons, soiled clothing will not be washed or rinsed by the pre-school. All soiled clothing will be placed in a sealed plastic bag and returned to parents for pick up at the end of the day.

## How Do I Contact Kid Zone?

Call us  
Questions? Comments? Call our main office at 480-350-5400 or Rose Amatore at 480-350-5424. or Deb Edwards 480-350-5446 for Billing/Schedule ?'s  
Check Out Our Website  
[www.tempe.gov/kidzone](http://www.tempe.gov/kidzone) email: [kidzone@tempe.gov](mailto:kidzone@tempe.gov)  
Visit Our Office  
We welcome you to come visit the Kid Zone Office. We are located in the Tempe Public Library Complex in the Edna Vihel Center. Hours are Mon-Fri 8:00am – 5:00pm.  
By Mail  
Kid Zone Enrichment Program  
Social Services Office  
3340 S. Rural Rd  
Tempe, AZ 85282

# Registration and Payment Information

## How Do I Make My Payment?

Cash (in the office only)  
Check or Money Order payable to the City of Tempe  
Credit card

## Mail In or Deliver In Person:

Kid Zone Enrichment Program, Social Services Office  
3340 S. Rural Rd.  
Tempe, AZ 85282  
Office Hours Mon-Fri 8-5

## Online

Once an account has been created by the Kid Zone Business Office, you can make an one-time payment or recurring payment online by Checking Account or Credit Card. We accept Visa, MasterCard, and Discover Card. <https://egov.tempe.gov/kidzoneonline/login.aspx>

## Payment Drop Box

Put your check or money order in the RED Kid Zone Drop Box located in the circle drive in front of the Tempe Public Library.

## Pay Over the Phone

Call the Kid Zone Office with credit/debit card info and we can charge your card. We accept Visa, MasterCard, and Discover Card.

## PAYMENT POLICIES

Payments are payable Fridays prior to the next week of attendance. A \$20 late payment fee will be assessed if tuition is not paid on Friday.

Payments will only be accepted at Getz Preschool location on Fridays.

Autopay accounts that are declined will be assessed a \$20 late payment fee. If an Autopay account has two credit card declines, the Autopay will be cancelled.

## ADMINISTRATIVE WITHDRAWAL FOR NON-PAYMENT

If payment is ten (10) days late, the child will be withdrawn from the program, unless payment arrangements have been made with the Kid Zone Business Office. Any accounts more than 10 days past due must be paid with cash, money order or credit card. Personal checks will not be accepted.

Any participant with an outstanding balance will not be allowed to participate in future Kid Zone Programs until the balance is paid in full or payment arrangements have been made with the Kid Zone Business Office. Monies paid are applied to the oldest outstanding balance. Financially responsible parties will be assessed any legal costs incurred in the collection of their account.

## REFUNDS

There are no refunds on tuition or registration fees if you withdraw from the program, unless a one week notification is given.

## ABSENCES

Families will be given 10 absence days to be taken in 5 day increments and no tuition charges applied for those weeks. Notification of absences must be given **one full calendar week** in advance. These absences are non-cumulative and are the maximum allowed per enrollment year.

There is no credit given for single day absences. You must pay your regular weekly tuition for any other absences.

Tempe District Employees please see the Director for more information.

## TAX ID/PAYMENT RECORDS

Payment records should be kept for Income Tax purposes. The City of Tempe Community Services Department is not responsible for maintaining individual tax records and information. Tax statements are not available. Kid Zone's address is 3500 S. Rural Rd., Tempe, AZ 85282. The Tax ID # is 86-6000262.

## DEPENDENT CHILD CARE STATEMENTS

A request for dependent child care reimbursement receipts must be given within 30 days of the services provided and an employer reimbursement form must be submitted. Please allow 3-5 business days for processing and verification.

## Financial Assistance

**DES** - Kid Zone is certified by the Department of Economic Security. Assistance may be available through the DES Child Care Division. Please call DES for further information (480) 831-1070.

**Kid Zone is not responsible for the approval and continuation of DES benefits. The client will be responsible for any payment not covered by DES, which includes any additional fees (see page 8).**



# Registration and Payment Information

## KID ZONE REGISTRATION

- At the Edna Vihel Center, 3340 S. Rural Rd, Tempe, AZ 85282.
- Office Hours: Mon–Fri, 8am–5pm

### REQUIRED DOCUMENTS:

1. Completed Kid Zone Registration Form for each child.
2. Completed Department of Health Services Emergency Form (blue card) for each child.
3. Immunization records for each child.
4. State issued Drivers License or Identification Card
5. Pay the registration fee.
6. Pay the weekly tuition if applicable.
7. Pay any outstanding balance due on the family account.

As a reminder, it is the responsibility of the parents to keep enrollment records current. This includes home phone number, address, place of employment, business phone, emergency phone numbers, immunizations records, child's scheduled attendance in Kid Zone, as well as any changes in persons authorized to sign your child out of the program site. This is important for the safety and security of your child.

*Please notify Kid Zone if your child requires any accommodations or special assistance to participate in Kid Zone. Kid Zone does not discriminate as to race, creed or national origin and complies with in Rec. 504 of the Americans with Disabilities Act of 1990.*

### WHEN CAN MY CHILD START?

**At a minimum**, please allow two full business days for registration processing. Example: registrations received on Monday would start on Wednesday. Registrations received after 4:30 pm will be considered part of the next business day's transactions. **DES authorization must be received prior to a child's start date.**

**Reminder: Enrollment is available on a first-come, first-served basis. Returning or continuing participants must fill out new registration materials each school year.**

The limit for student enrollment is determined by two factors, availability of rooms at each school site, and DHS capacity limit guidelines. Any family that Kid Zone is unable to place will be placed on a wait list and notified when space is available.

## FEE SCHEDULE

Age Group	5 Full Days	3 Full Days	2 Full Days	5 Half Days (under 6 hours)	4 Half Days + 1 Full Day
3 Years	\$140	\$105	\$70	\$95	\$105
4 Years	\$140	\$105	\$70	\$95	\$105
Pre-K	\$140	\$105	\$70	\$95	\$105

For safety, schedules days must remain the same from week to week. A limited number of part-time schedules are available.

**\*Fees are subject to change.**

### CHANGE OF PARTICIPANT SCHEDULE

Schedule changes will be accommodated if the schedule is available and proper notification is given. Adding days requires a two days advance notice in order for the change to be completed.

Refunds for a schedule change (ie: 5 days to 3 days) will not be issued unless one full calendar week's advance notice is given.

Four schedule changes are allowed for each year. Changes exceeding the number allowed per account will result in a \$10 administrative fee per change.

### WITHDRAWAL FROM PROGRAM

Preschool policy requires that any withdrawals or temporary absences from the program be made **one full calendar week** in advance. Failure to comply will result in payment being due for the week(s) your child is absent from the program. **A \$10 Reinstatement Fee** will be assessed to each child previously withdrawn and requesting to re-enter the program, within the same year.

### TRIAL DAY

A free trial day is available for all potential students. The trial day must be used prior to registering for the program. To schedule your trial day please contact Rose Amaturio at 480-350-5424.

# Policies and Procedures

## SNACKS/LUNCH

**WE ARE A NUT FREE ZONE!** Snacks are provided as a part of each Kid Zone day. Each snack is composed of food from two food groups and meets the nutritional guidelines of DHS. Children are encouraged to eat a morning and afternoon snack everyday and may have "seconds" upon request. Children are required to bring a non-perishable lunch and drink everyday. Refrigerators are available. Microwaves will not be available.

## IMMUNIZATIONS

A child's immunization records are required at the time of registration or anytime during the operation of the program if necessary. The immunization record provided by the parent shall contain all of the information required by the Department of Health Services and must be up-to-date at time of enrollment. It is the responsibility of the parent/guardian to keep immunization records current. If you wish for your child to be exempt from the immunization requirements, a DHS request for exemption to immunization form must be completed and turned in with your registration form.

## ILLNESS

Children who are ill (swollen glands, vomiting, diarrhea, unexplained rashes, head or stomach aches, head lice), who have had a fever within the past 24 hours will not be accepted into Kid Zone on that day. Parents must inform the Site Director when an absence is due to a potentially infectious illness so that DHS reporting regulations can be implemented.

If a child becomes ill during the program,

- Site staff will contact the parent/guardian or other authorized party.
- It is expected that the child will be picked up from the program immediately.
- An isolated area will be provided for the child to rest until a parent arrives.

## BABY-SITTING POLICY

Our staff do not make independent child care arrangements with the families of the children that attend the Kid Zone Pre-School.

## PESTICIDES

The Kid Zone Program will provide written pesticide information, upon parent's request, at least 48 hours before a pesticide application occurs on premises.

## EMERGENCIES

The Kid Zone Enrichment Program is familiar with and implements the emergency, safety, and operating procedures of the school and all of the policies/procedures set forth in the school's student handbook. Fire drills are conducted on a monthly basis so staff and children are familiar with evacuation procedures.

## MEDICATION

**In order for staff to administer medications:**

- A consent form for the administration of medication must be completed by the parent/guardian with a Kid Zone staff member at the site and kept on file.
- All medications must be brought in by the parent/guardian and given directly to the designated Kid Zone site staff to be kept in a secured place at the site.
- Prescription medication must be in the original container and pharmacy label, including the child's name, date, name of medication, dosage, frequency and RX number.
- Non-prescription medication must also be in the original container and include directions of dosages, compound contents and proportions clearly marked. The child's name must be clearly labeled on the bottle.
- Medications will be returned to the parent when the medication is no longer being administered to the child.
- Kid Zone will dispose of medications after two weeks of the expiration date or after two weeks of a child's withdrawal from the program.
- Old medication containers may not be refilled with new medication.
- A new medical consent form must be filled out once the medication has expired and a new prescription is given.

## PERSONAL PROPERTY

Kid Zone is not responsible for any personal items or clothing that are lost or damaged at the site. Parents are asked to monitor what children bring or wear to the program. Please label your child's belongings.

## LATE PICK UPS

Please call if there is an emergency that will result in a late pick-up. In the event that the parent/guardian has not contacted the site or a parent/emergency contact cannot be reached, the police will be called to pick up your child. A late pick up fee will be charged. Repeated incidents may result in a child's disenrollment.

# Policies and Procedures

## ACCIDENTS

In the case of serious accidents, Paramedics will be summoned for treatment. They will advise whether the child should be taken to the nearest hospital by ambulance. Site staff will notify a parent as quickly as possible. Treatment may be rendered only if we have written authorization on file (see registration form). Parent/guardian will be responsible for all costs incurred in such emergencies.

## INSURANCE

The City of Tempe or the Tempe Elementary School District does not provide medical or accident insurance. **Kid Zone meets current state standards for liability insurance. Documentation of the liability insurance coverage is available for review on the facility premises.**

## IDENTIFICATION & SIGN IN/OUT POLICY

### For the Safety of Your Child:

- Daily attendance is taken and recorded.
- DHS licensed programs require that a parent or authorized party sign a child in and out of the program each day by signing their full name along with the accurate date and time in blue or black ink.
- Individuals are required to show picture identification at any time to staff and/or until staff members can positively identify individuals authorized to pick up children.
- Always bring a picture I.D. to the site. Do not assume you will not need it.
- A child will not be released to an individual refusing to show picture identification.
- Only persons listed on the child's Emergency Information Card will be allowed to sign children out of the program.
- Only the parent and/or authorized signers over the age of 18 may sign children in and out of the program if receiving DES.
- Kid Zone site staff are not eligible to be authorized signers for participants.
- If an extreme emergency exists, the parent/guardian may call the Kid Zone administrative offices to authorize the emergency telephone release of their child to a designated person.
- Both parents have the right to pick up a child and make changes to the child's account. If one parent has sole legal custody of a child, Kid Zone must have a legal document on file stating such. In sole custody cases, the parent who registered the child for the program must authorize all changes in enrollment information.

## BEHAVIOR GUIDELINES

- Children will follow the Kid Zone rules.
- Children in Kid Zone will be approached in a positive manner and treated with respect. Children will learn self-discipline, respect for others and how to make good choices.
- Staff will work with parents and the school to establish consistency for each child. Emphasis is placed upon each student taking responsibility for his/her own behavior.
- Appropriate behaviors are recognized and rewarded; misbehaviors are redirected.
- Children not responsive to redirection will be reminded to correct their behavior through loss of privileges and rewards. Children are expected to participate in activities without disrupting or preventing other children's participation.
- Parents will be kept informed of problems as they arise and may be asked to follow through at home in special situations. Communication between staff and parents concerning any changes in the child's routines will enable us to work as partners to provide the best care for your child.

**If site staff determines that a child cannot benefit from Kid Zone or presents a danger to others, parents will be required to withdraw their child from the program. Other severe or continuous behavior problems will be handled through one or several of the following steps:**

1. Immediate pick-up by parent
2. Immediate suspension for 1-2 days
3. Behavior Contract
4. Immediate termination from Kid Zone

Parents are asked to work as partners with Kid Zone staff and respect our professional training. Any parent who is disrespectful or who threatens or harasses staff in any way will be asked to remove their child from the program.

## PARENT/TEACHER CONFERENCES

We offer conferences as well as doing observation progress reports twice a year.

### Students with disabilities...

*Kid Zone fully complies with the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. Students with disabilities who meet the essential eligibility requirements of Kid Zone will be permitted to participate in the Program. Reasonable modifications will be provided to afford a student with a disability meaningful access to the Program, unless demonstrated that the modification would be a fundamental alteration in the nature of the Program, or constitute an undue financial and administrative burden. Any student, including students with disabilities, may be removed from a Program if that student, even with reasonable modifications, is so disruptive to the Program that other students cannot participate in the Program or are in danger.*

# Policies and Procedures

## FAMILY, PARENT, & COMMUNITY INVOLVEMENT

*We strive to build positive relationships with all of our families and we welcome parent participation. Partnering with our families ensures quality services are being provided to you and your child. Many opportunities exist for involvement and may include:*

- Helping us learn about your child's special talents and strengths.
- Informing us about important changes and when your child might need extra help or support.
- Letting us know about your family and cultural traditions.
- Providing input on the program.
- Asking about our program policies and procedures.
- Tours requested by parents.
- Attending special events.
- Volunteering at your child's site.
- Visiting whenever you can.

## COMMUNICATON

Please check your child's file or Parent Board at your child's site for newsletters and other updated site information that pertains to the program.

## SUPPORTING the SCHOOL DISTRICTS

We are proud that we enhance the mission and learning goals of the Tempe Elementary School District. Kid Zone Preschool Program is:

- Licensed by and is in good standing with the Arizona Department of Health Services Childcare Licensure.
- Certified by the Department of Economic Security.
- Familiar with and implements the emergency, safety, and operating procedures of the school and all of the policies/procedures set forth in the school's student handbook.
- Enforces staff and student behavior expectations that are consistent with the school.
- Offers activities that aim to prepare participants for Kindergarten.

## PRE-SCHOOL HOURS OF OPERATION

Monday - Friday  
7:00 am - 5:30 pm

Kid Zone is in operation every day school is in session plus summers.

## PROGRAM CALENDAR, HOLIDAYS & SCHOOL CLOSURES

Kid Zone is closed on the following days in accordance with the approved elementary school calendars. Parents are responsible for providing alternative childcare on these days. No fee adjustments will be made for Holidays.

Teacher In-Service Day	Sept 4, 2015
Labor Day	Sept 7, 2015
Veterans Day	Nov 11, 2015
Thanksgiving Eve (closes @ 4pm)	Nov 25, 2015
Thanksgiving	Nov 26– 27, 2015
Christmas Eve (closes @ 4pm)	Dec 24, 2015
Christmas Holiday	Dec 25, 2015
New Year's Eve (closes @ 4pm)	Dec 31, 2015
New Year's Holiday	Jan 1, 2016
Martin Luther King Day	Jan 18, 2016
President's Day	Feb 15, 2016
Spring Holiday	Mar 25, 2016
Memorial Day	May 30, 2016
Fourth of July	July 4, 2016

